**Sending a Mass Email:**

1. Select *Manage*, *General* and *Mass Emails* under the *Automated Emails*
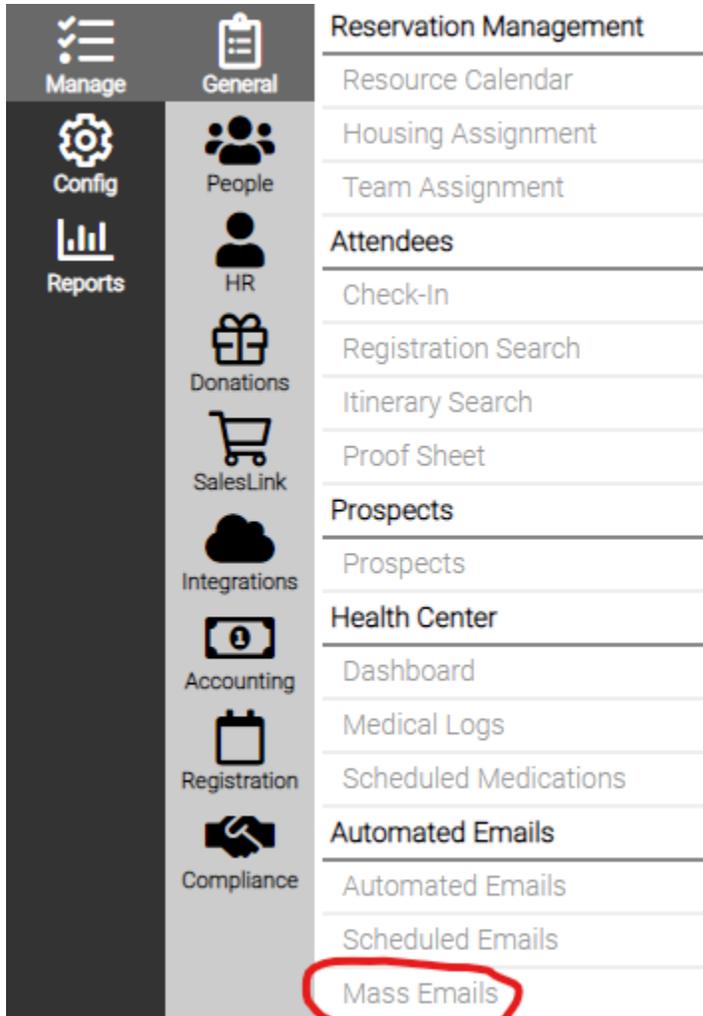
2. Complete the Criteria dropdown menu and select the Organization sending the mass email.

3. Click Add Email at the bottom right corner of the screen
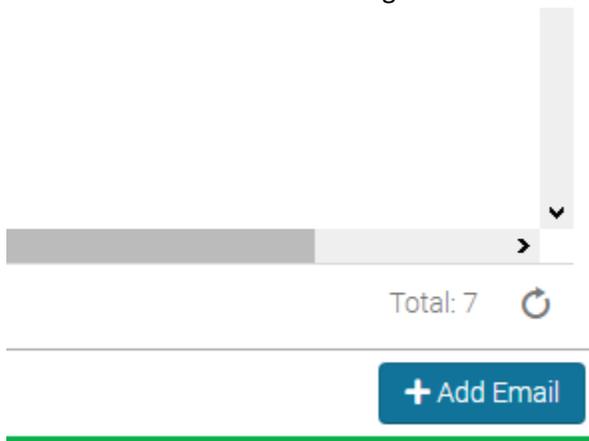
4. Fill out the From line and Reply To and Subject line

Add Mass Email ✕

From

Jecoliah Ruddock

From Email

jecoliah.ruddock@uta.edu

Reply To

BCC ❓

Subject

cancel   Save

5. Select Recipients

To   Select Recipients

Subject

Balances Due

6. Choose a Category to whom you wish to send the email

Balances Due

Drag a column header and drop it here to group by that column

| Category	Type	ID	Name	Description
Accounting	Global	-801	Balances Due (Copy)	List of Event Attendees with unpaid balances for events in the giv...
Accounting	Global	-627	Balances Due (Gues...	List of guest groups with a balance
Accounting	Global	-588	Balances Due Past ...	List of Event Attendees with unpaid balances for events in the giv...
Accounting	Global	-181	Balances Overdue (I...	List of Itineries with a balance due and their Balance Due Date
Accounting	Global	-140	Balances Due (Entit...	Balances owed by itinerary entities, totalled by event year.
Accounting	Global	-49	Balances Due (Itiner...	List of Itineraries with a balance

Total: 7 ↻

7. Fill out the Criteria

Criteria ✕

As Of Date *

05/05/2022 📅

Period Date To Use *

GL Post Date ⌄

Event Year

2022 ⌄ ➕

Itinerary Status

Approved ⌄ ➕

Itineary Type

⌄ ➕

Location

UTA Concert Band ⌄

➕

Event

⌄ ➕

cancel   Clear   Save

8. Enter in the content of the email

Message Format | Organization
HTML ▾ | UTA Athletics - Softball ▾   ☐ Ignore Do Not Solicit ❓

B *I* U̲ a̶b̶s̶ | ≡ ≡ ≡ ≡ | ☰ ☰ ☰ ☰ | ∞ ⇄ ☒ 🗋 | x₂ x² | ⊞ | </> | Format ▾ | ✖ | (inherited font) ▾
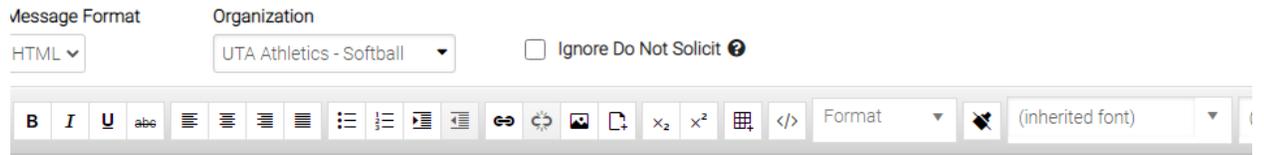
9. Click the blue *Save* button at the bottom right-hand corner of the screen.

cancel   Save
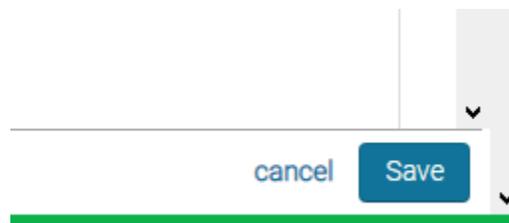
10. Click *Recipients* in the upper left corner of the screen to view the preview. You can send yourself a test email to see what the email will look once it's sent to all recipients.

Recipients

Drag a column header an

Preview

preview

preview
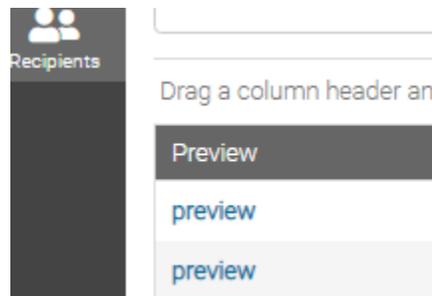
11. Click *Send Email* at the bottom right corner of the screen.
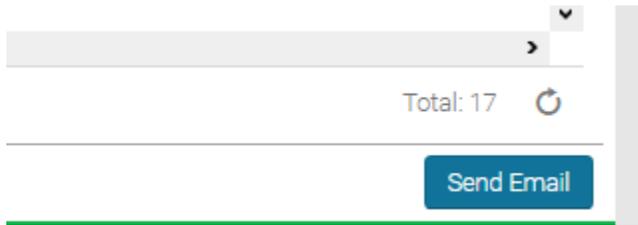
12. Click Process Emails at the bottom right corner of the screen to send emails out.
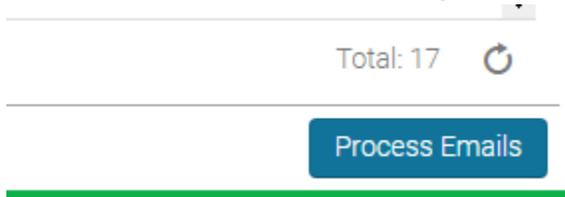
13. Click on *Recipient*s in the upper left corner of the screen to see everyone it was sent to and if the email went through.